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HOW CAN BUSINESSES LIMIT SPREAD OF PANDEMIC FLU?

Pandemic flu spreads easily from person to person. Workplaces are areas where close personal contact happens regularly and provides the opportunity for the fast spread of the virus. There are many things employers and employees can do to limit this spread.

What can employers do?

- Limit meetings or other activities where employees have to work near each other or have close, face-to-face contact.
- Use teleconferencing when possible.
- Provide soap and paper towels in the workplace.
- Clean common areas such as door handles, tables, and desks often.
- Allow employees to work from home if possible.
- Buy hand sanitizers (at least 60% alcohol) and boxes of tissues, and place them in all your conference rooms and common areas.
- Post signs that remind people to cover their coughs and sneezes with a tissue or upper sleeve.
- Post signs that remind people to wash their hands often.
- Encourage employees that are sick to stay home.
- Develop plans that address employee absences and sick leave/sick pay.
- Communicate reliable and up-to-date information about the pandemic flu situation.

What can employees do?

- Wash hands for at least 15 seconds several times a day, especially before and after eating or using the rest room.
- Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve – not your hands.
- Use hand sanitizers when soap and water are not available.
- Stay home if you are sick.
- Ask your employer about their plan for operating during a pandemic and if you can work from home.
- Watch, listen to, or read the news to stay informed about the status of the pandemic or the availability of a vaccine.
- Remind family members to practice the same healthy habits.